

4 DELEGATED AUTHORITY

Idaho Code Section 67-5717 charges the Administrator of the Division of Purchasing with the responsibility to purchase all state property and enter into contracts, leases, and rentals. For minor property costing less than \$5,000, not available on statewide contracts, all agencies have been granted authority to purchase such property without competitive solicitations, in accordance with good business practices and in the best interests of the state. For purchase of property and services exceeding \$5,000 and not available on statewide contracts, the Administrator has granted limited delegated purchasing authority in various amounts, generally not exceeding \$50,000, to agencies that demonstrate a need for such purchases and a competence for accomplishing the purchase according to state statutes and published purchasing rules and regulations. (IDAPA 38.05.01.021)

4.1 Requirements for Delegated Authority

State agencies, on an individual basis, may request delegated purchasing authority or increases in their delegated authority. For an agency to receive delegated authority or increased delegated authority, it must comply with the following:

- Demonstrate a need for the dollar limit authority requested.
- Have approval from the agency head.
- Submit a plan of purchasing responsibility that identifies the individual(s) designated as the agency's chief purchasing official and shows adequate staffing possessing capability to handle the delegated authority. The individual chiefly responsible for purchasing must demonstrate sufficient purchasing ability to accommodate the agency's particular needs and be knowledgeable of public procurement's issues and trends.
- Submit an agency purchasing policy and procedure manual showing compliance with State Statutes and Division of Purchasing Rules.
- Require that all personnel involved in the purchasing process participate in training sessions, workshops, or conferences offered by the Division of Purchasing. The agency shall work to promote professionalism by its purchasing staff through continued training.
- Submit monthly purchasing reports as identified by the Division of Purchasing.

- Submit to purchasing reviews conducted by the Division of Purchasing for the purpose of determining effectiveness and performance of the agency's purchasing system and evaluating compliance with State Statutes and Division of Purchasing Rules.
- Consistently comply with Idaho Code, Section 67-5714 et. seq., and Division of Purchasing Rules, IDAPA 383.05.01, relative to the conduct of purchasing activities.

After reviewing the above requirements, the Division of Purchasing will assess the needs and capabilities of the requesting agency and grant or deny delegated purchasing authority. Once approved, agencies are encouraged to re-delegate purchase authority to division, bureau, section, and program levels consistent with their capability to monitor such activity.

4.2 Removal or Reduction of Delegated Authority

Delegated authority is subject to review by the Division of Purchasing and may be reduced or rescinded for failure to comply with any of the above requirements or failure to correct noted deficiencies within a reasonable time period. Delegated authority removal or reduction may also occur should an agency's chief purchasing officer position be downgraded or become vacant.

4.3 Rules Pertaining to Delegated Authority

IDAPA 38.05.01.021 DELEGATION OF AUTHORITY OF ADMINSTRATOR.

The division shall administer the acquisition of all property for agencies except those for which the agencies have separate statutory purchasing authority. The administrator may delegate in writing such authority as deemed appropriate to any employees of the division or of a purchasing activity. Such delegations shall remain in effect unless modified or until revoked in writing. All delegations must be given in writing prior to the acquisition of the property. All delegated acquisitions must be made according to these purchasing rules. Delegations shall be subject to periodic reporting as directed by the administrator.